附表4日常火源電器自行檢查表

日常火源電器自行檢查表

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| 實施人員 |  | 負責區域 |  | 檢查月份 |  |
| 日期 | 實施項目 |
| 用火設備使用情形 | 電器設備檢查 | 下班時火源管理 | 其它(共有設備(施)之可燃物管理) | 附記 |
| 電線無磨損並固定好 | 插座/插頭/開關無破損 | 延長線具合格標章並無超負荷使用 | 配電盤無阻擋可開啟 |
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|  |  | 防火管理人處置情形暨簽章 |  |
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備 考：如有異常現象，應立即報告防火管理人及場所負責人。

符號說明：

“Ｏ” →符合安全規定、”Ｖ” →立即改善後符合規定、”Ｘ” →無法使用、損壞或未依規定且無法立即改善。